

ROUTING AND TRANSMITTAL SLIP

2/15/85

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. C/PROCUREMENT MANAGEMENT STAFF/OT			
2. D/O L			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

D/LOGISTICS *Bay*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT	EO/DDA	7D18 HQS	Room No.—Bldg.
STAT			Phone No.

9041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20					
21					
22					
SUSPENSE		Date			

Remarks

Executive Secretary
14 FEB 85

Date

3637 (10-81)

DDA SUBJECT FILE COPY



General
Services
Administration

Washington, DC 20405

528

DD/A Registry
85-0565

FEB 19 1984

Honorable William J. Casey
Director Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

The General Services Administration (GSA) is committed to helping our client agencies by improving our service and providing more immediate, personal and responsive attention to their needs. In accomplishing this goal, we are pleased to announce the services available at our new Office Products Center (OPC) which is located in Building 74 of the Washington Navy Yard.

The OPC includes the Office Equipment Store (OES) and a large self-service store - two distinct but related operations. The OES, unique in the Nation, stocks a full line of GSA schedule office (capital) equipment such as typewriters, calculators, telephone answering devices, dictation equipment, photographic equipment, audio recorders, and desk top copiers. The store will also stock "sensitive" items such as recording tape, film and batteries. The self-service store carries a full range of administrative supplies, as well as accessories for the capital equipment purchased from the OES.

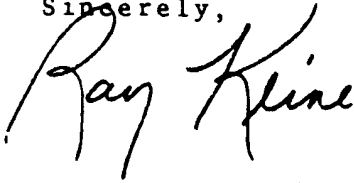
The services provided by the OPC will enable Federal agencies to realize substantial savings. Due to GSA bulk purchasing and quantity discounts, lower prices will be achieved, as well as reduced paperwork and immediate product availability.

Identification will be required to insure that only Government employees are permitted into the OES. A special GOLD shopping plate will be issued for purchases of capital equipment. The green charge plate will be used for purchases of "sensitive" supplies. All sales of capital equipment will be reported to the appropriate agency certifying official. This procedure will assist user agencies in maintaining internal accountability for administrative equipment.

Enclosed are lists of the items carried at the OES. Items are clearly designated as GOLD card (capital equipment) or green card (sensitive supplies) purchases. Updated lists of available items will be forwarded periodically to GOLD card holders.

For additional information or assistance, please contact Mr. Mark Kinsley, Director, Customer Service Bureau, NCR, at 472-5001.

Sincerely,

A handwritten signature in cursive script that reads "Ray Kline". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Ray Kline
Acting Administrator

Enclosures

OFFICE PRODUCTS CENTER
OFFICE EQUIPMENT STORE
LISTING OF GOLD CARD ITEMS

NOVEMBER 1984

NATL STOCK NO	DESCRIPTION	MANUFACTURER	MODEL	UNIT OF ISSUE	PRICE
3610-BP-054-5025-0	TRANSPARENCY MAKER	3M	4500	EA	\$ 631.21
3610-BP-054-5026-0	GRAPH MAKER	3M	7500 EGM	EA	3,700.25
3610-BP-060-5010-0	COPIER	OLIVETTI	COPIA 1810	EA	2,900.00
3610-BP-060-5011-0	COPIER	OLIVETTI	COPIA 1050	EA	1,500.00
3610-BP-070-5020-0	COPIER	SAVIN	5030	EA *	4,446.60
3610-BP-070-5023-0	COPIER	SAVIN	5020	EA *	3,261.60
3610-BP-070-5024-0	COPIER	SAVIN	5015RE	EA *	2,471.60
3610-BP-070-5025-0	COPIER	SAVIN	5040	EA *	6,158.00
3610-BP-070-5030-0	COPIER	SAVIN	5015	EA *	2,076.60
3610-BP-183-5001-0	COPIER	CANON	NP-125	EA	2,008.00
3610-BP-183-5002-0	COPIER	CANON	PC-20	EA	996.00
3610-BP-183-5003-5	COPIER	CANON	NP-155	EA	2,196.00
3610-BP-218-5015-0	COPIER	RICOH	FT-4060	EA	3,591.00
5835-BP-219-5000-0	TELE. ASW. EQUIP.	PANASONIC	SAM 960	EA	219.95
5835-BP-219-5001-0	TELE. ASW. EQUIP.	PANASONIC	IQ 3000	EA	304.00
5835-BP-232-5002-0	TELE. ASW. EQUIP.	ALLIED NATIONAL	VOX-690	EA	165.00
5835-BP-232-5003-0	TELE. ASW. EQUIP.	PANASONIC	EKXT 1530	EA	332.50
5835-BP-232-5004-0	TELE. ASW. EQUIP.	PANASONIC	EKXT 1505	EA	116.95
6720-BP-022-5010-0	CAMERA	KODAK	4000	EA	22.59
6720-BP-022-5011-0	CAMERA	KODAK	AK970L	EA	49.56
6720-BP-022-5012-0	CAMERA	KODAK	960	EA	36.11
6720-BP-022-5013-0	CAMERA	KODAK	6000	EA	33.03
6720-BP-116-5000-0	CAMERA	POLAROID	680-SLRSF	EA	175.00
6720-BP-116-5001-0	CAMERA	POLAROID	660	EA	72.50
6720-BP-116-5002-0	CAMERA	POLAROID	600-LMS	EA	28.75
6720-BP-116-5003-0	CAMERA	POLAROID	600	EA	18.75
6730-BP-022-5000-0	SLIDE PROJECTOR	KODAK	III-A	EA	256.00
6730-BP-022-5001-0	SLIDE PROJECTOR	KODAK	5400	EA	228.36

* Installation is included in price. Installation must be purchased in order to validate customer warranty.

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6730-BP-224-5005-0	OVERHEAD PROJECTOR	ELMO	4319-HP-L290	EA	\$ 184.97
6730-BP-225-5008-0	OVERHEAD PROJECTOR	KALART/VICTOR	3672	EA	203.28
6730-BP-226-5015-0	MICROFICHE READER	MICRON	795	EA	380.00
6730-BP-228-5020-0	SLIDE PROJECTOR	TELEX	3270	EA	452.00
6730-BP-228-5021-0	CARRYING CASE	TELEX	3290	EA	28.00
6730-BP-228-5022-0	80 SLIDE TRAY	KODAK	093051	EA	4.40
6730-BP-237-5030-0	PROJECTION SCREEN	KNOX	3760 M	EA	67.50
6730-01-171-5847-0	PRINTER	CANON	PC-70	EA	2,679.00
7420-BP-055-5008-0	CALCULATOR	MONROE	2725	EA	225.75
7420-BP-055-5009-0	CALCULATOR	MONROE	2735	EA	286.15
7420-BP-060-5013-0	CALCULATOR	OLIVETTI	L46PD	EA	133.00
7420-BP-060-5014-0	CALCULATOR	OLIVETTI	L-47PD	EA	154.00
7420-BP-183-5003-0	CALCULATOR	CANON	JP-1280D	EA	291.42
7420-BP-183-5004-0	CALCULATOR	CANON	FP-11P	EA	61.27
7420-BP-183-5005-0	CALCULATOR	CANON	L1632	EA	325.19
7420-BP-185-5006-0	CALCULATOR	CANON	SP-1260D	EA	248.17
7420-BP-229-5000-0	CALCULATOR	ADLER ROYAL	1121PD	EA	89.90
7420-BP-230-5019-0	CALCULATOR	ROYAL	8HPD	EA	19.46
7420-BP-230-5026-0	CALCULATOR	TCA	PD-P12	EA	87.56
7420-BP-230-5027-0	CALCULATOR CASE	TCA	N/A	EA	14.96
7420-BP-231-5021-0	CALCULATOR	SHARP	EL-1188S	EA	32.95
7420-BP-231-5022-0	CALCULATOR	SHARP	EL-8301	EA	16.75
7420-BP-231-5023-0	CALCULATOR	SHARP	EL-8180	EA	22.50

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7430-BP-060-5005-0	TYPEWRITER	OLIVETTI	ET 111	EA	\$ 622.00
7430-BP-060-5006-0	TYPEWRITER	OLIVETTI	ET 115	EA	750.00
7430-BP-117-5016-0	TYPEWRITER	CANON	AP 550	EA	1,685.78
7430-BP-183-5015-0	TYPEWRITER	CANON	AP 350	EA	798.53
7430-BP-229-5000-5	TYPEWRITER	ADLER ROYAL	1020	EA	799.00
7430-BP-236-5010-0	TYPEWRITER	FACIT	8111	EA	1,178.00
7430-BP-236-5011-0	TYPEWRITER	FACIT	8121	EA	1,428.00
7430-01-117-2527-0	TYPEWRITER	IBM	SELECTRIC III	EA	610.00
7430-01-167-4872-0	TYPEWRITER PICA	FACIT	1830	EA	389.00
7430-01-167-4873-0	TYPEWRITER	SMITH CORONA	36400	EA	412.00
7430-01-167-4875-0	TYPEWRITER ELITE	FACIT	1830	EA	389.00
7430-01-167-4876-0	TYPEWRITER	SMITH CORONA	36148	EA	412.00
7450-BP-165-0911-0	DICTATION EQUIPMENT	NORCOM	400 D	EA	167.00
7450-BP-165-0914-0	DICTATION EQUIPMENT	NORCOM	150	EA	98.00
7450-BP-165-0917-0	DICTATION EQUIPMENT	NORCOM	400 C	EA	178.00
7450-BP-165-0918-0	DICTATION EQUIPMENT	NORCOM	400 T	EA	165.00

OFFICE PRODUCTS CENTER
OFFICE EQUIPMENT STORE
LISTING OF GREEN CARD ITEMS

NOVEMBER 1984

NATL STOCK NO	DESCRIPTION	MANUFACTURER	MODEL	UNIT OF ISSUE	PRICE
5820-BP-214-8420-0	VIDEO CASSETTE TAPE	MAXELL	KCA-20, 3/4"	EA	11.80
5820-BP-214-8430-0	VIDEO CASSETTE TAPE	MAXELL	KCA-30, 3/4"	EA	12.60
5820-BP-214-8460-0	VIDEO CASSETTE TAPE	MAXELL	KCA-60, 3/4"	EA	16.75
5835-BP-179-0005-0	AUDIO CASSETTE TAPE	LION	C - 30	EA	.65
5835-BP-179-0010-0	AUDIO CASSETTE TAPE	LION	C - 60	EA	.76
5835-BP-179-0015-0	AUDIO CASSETTE TAPE	LION	C - 90	EA	.93
5835-BP-179-0020-0	AUDIO CASSETTE TAPE	LION	C -120	EA	1.85
6135-00-835-7210-0	BATTERIES	EVEREADY	D	EA	.51
6135-00-900-2139-0	BATTERIES	EVEREADY	9 VOLT	EA	.70
6135-00-985-7845-0	BATTERIES	EVEREADY	AA	EA	.19
6135-00-985-7846-0	BATTERIES	EVEREADY	C	EA	.33
6750-BP-022-0142-0	FILM COLOR PRINT	KODAK	PR-144-10-2	EA	13.43
6750-BP-022-0160-0	FILM COLOR SLIDE	KODAK	EN-135-20	EA	2.87
6750-BP-022-0162-0	FILM COLOR PRINT	KODAK	CM-135-24	EA	2.76
6750-BP-022-0166-0	FILM B&W	KODAK	TX-120-12	EA	1.35
6750-BP-022-0167-0	FILM B&W	KODAK	TX-135-20	EA	1.52
6750-BP-022-0302-0	FILM COLOR PRINT	KODAK	CF-135-24	EA	3.16
6750-BP-022-0303-0	FILM COLOR PRINT	KODAK	CHR DISC 15	EA	1.96
6750-BP-022-0304-0	FILM COLOR PRINT	KODAK	CHR DISC 15-2	EA	3.63
6750-BP-022-0307-0	FILM COLOR PRINT	KODAK	CP-135-24	EA	2.21
6750-BP-116-0140-0	FILM COLOR PRINT	POLAROID	TYPE 108	EA	12.50
6750-BP-116-0143-0	FILM B&W PRINT	POLAROID	TYPE 667	EA	8.70
6750-BP-116-0144-0	FILM COLOR PRINT	POLAROID	TYPE 668	EA	12.70
6750-BP-116-0146-0	FILM COLOR PRINT	POLAROID	TYPE 600	EA	13.90
6750-BP-116-0149-0	FILM COLOR SLIDE	POLAROID	CS-135-36	EA	9.99